

November 4, 2016

**SUBJECT:** The Rhode Island Lottery submits this bid request for **TAMPER RESISTANT PLASTIC MAILERS**. Please forward sealed bids to:

Rhode Island Lottery  
1425 Pontiac Avenue  
Cranston, Rhode Island 02920  
Attention: Gerald S. Aubin  
Director

**BID 16-17A**  
**P.O. #8764**

<b>QUANTITY:</b>	<b>SIZE:</b>
15,000	13" x 18" + 2" Lip
15,000	17.5" x 19" +2" Lip

**DESCRIPTION:** 5 mil tamper resistant plastic  
Gray or White  
Anti-static liners  
Permanent sub-zero glue tamper resistant seal  
Glossy finish inside and out  
Blank both sides

**SAMPLE:** Bid response **MUST INCLUDE** sample bags

**IMPORTANT:** Estimated delivery time **MUST** be indicated in your response

**PLEASE SUBMIT ALL BID REQUIREMENTS AS REQUESTED  
TO AVOID DISQUALIFICATION**

**OTHER:** Bid price is to **include** all charges including shipping and handling

**FOB:** Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

**QUESTIONS:** Please contact Sandi Conroy or Dan Sarro at 401-463-6500

**BIDS DUE:** **NOVEMBER 22, 2016 BY 11:00 AM**

**NOTE:** **PLEASE USE THE ENCLOSED RETURN LABEL ON  
ENVELOPE**

**DO NOT FAX**

**INTERNET  
VENDORS:**

**VENDORS WHO USE THE INTERNET TO DOWNLOAD  
BID INFORMATION MUST INCLUDE THE BID NUMBER  
ON THE ENVELOPE, SUBMITTED IN HARD COPY, BY  
BID DEADLINE - DO NOT FAX**

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within \_\_\_\_\_ of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor(s) providing **services** will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – [www.sos.ri.gov](http://www.sos.ri.gov) and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Foreign corporations, LLC's and LLP's are required to register and be in good standing with their home state's Secretary of State. In addition, if travel to and services are to be provided in Rhode Island, they must register with the Rhode Island Secretary of State.

Prior to the final award of a bid a successful vendor must complete and return a W-9 form which will be supplied by the Rhode Island Lottery.

Government/Non-Profits are required to register and be in good standing with their home state's Secretary of State.

RI corporations, LLC's, LLP's and non-profits are required to register and be in good standing with the RI Secretary of State.

### CHECKLIST

- \_\_\_\_\_ Please include pricing for a **RUSH** delivery
- \_\_\_ ✓ \_\_\_ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.
- \_\_\_ ✓ \_\_\_ Estimated delivery time is required with bid proposal
- \_\_\_\_\_ Delivery **REQUIRED** \_\_\_\_\_ after sample approval
- \_\_\_ ✓ \_\_\_ Please provide a **Sample BAG WITH** your sealed Bid proposal
- \_\_\_\_\_ Upon Bid Award, sample **REQUIRED**
- \_\_\_\_\_ Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- \_\_\_\_\_ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/underage
- \_\_\_\_\_ Packaged individually in plastic bags; boxed for delivery in quantities of 25
- \_\_\_\_\_ The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis
- \_\_\_\_\_ Insurance Certificate must be submitted with Bid proposal.
- \_\_\_\_\_ Please include three (3) references with names, addresses and telephone numbers.
- \_\_\_ ✓ \_\_\_ Include confirmation that vendor has registered as a State vendor at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- \_\_\_\_\_ Successful out-of-state vendor **providing services MUST** file a Certificate of Authority at [www.sos.ri.gov](http://www.sos.ri.gov) and provide confirmation